

Dodgeville Housing Authority (DHA) Minutes, February 18, 2021

Present via Zoom: Commissioners Terry Edwards, Tom DeVoss, Jeff Grayson, Jeff Thomas, and John Ziehr, and representing Allegiant Property Management, Cindy Knutson. Commissioners absent: None.

Chairman Edwards called the meeting to order at 10:00 a.m. John Ziehr made the motion, Tom DeVoss second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the January 20, 2021 meeting. Jeff Thomas made the motion, Jeff Grayson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for January, 2021. Tom DeVoss made the motion, John Ziehr second, to approve the report, providing the balance sheet is updated to reflect January's interest earned on the money market account at BMO Harris Bank. Motion passed unanimously. The commissioners also discussed the remaining balance in the checking account at BMO Harris Bank. Tom DeVoss made the motion, Jeff Thomas second, that the DHA account at BMO Harris Bank be closed with the remaining balance deposited into DHA's checking account at Merchants Bank. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 52 lease-ups (51 units and one port out), which is down one from last month. Four clients have vouchers and are looking for units. Six clients are on the waiting list.
- The commissioners were informed the City of Dodgeville has provided DHA with a list of all landlords in the city who own more than one rental unit. Tom DeVoss made the motion, John Ziehr second, that a letter should be drafted to be sent to the landlords, informing them about DHA with contact information, and stating that our services may be of assistance to a tenant who is struggling financially. Cindy will draft the letter with Chairman Edwards assisting with editing. Motion passed unanimously.
- Cindy reviewed money expended and money remaining from CARES Grant funding. DHA has until December 31, 2021 to utilize any unused funds. DHA has received \$12,899 in funding. To-date we have expended \$3,852.15 for the Care Kits project, leaving \$9,046.85 which can be used. Cindy informed the board the cost of an I-Pad and initial software to be used for home inspections is \$2,171.57. Cindy stated that Allegiant would cover the cost of any software updates in the future, so this would be a one-time expense for DHA. Jeff Grayson made the motion, Tom DeVoss second, that Allegiant be authorized to purchase said I-Pad and software in an amount not to exceed \$2,171.57, with CARES Grant funds to be used for said purchase. Motion passed unanimously.

The following was reviewed under Old Business:

- Cindy has provided all the information requested to the accounting firm Johnson, Block and Co. for the city audit. The audit is not yet complete.
- Jeff Grayson updated the commissioners on the totals of the COVID Care Kits project. We have now delivered 39 kits.
- In follow-up from the January meeting, Cindy informed the board that HUD form SF-424 is not required to be submitted by DHA.

The next meeting of DHA will be held Wednesday, March 17, 2021 via Zoom. There being no further business, Tom DeVoss made the motion, Jeff Thomas second, to adjourn the meeting at 11:13 a.m. Motion passed unanimously.

Respectfully submitted – Terry Edwards, Acting Secretary